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Date: 13 MAR 1978

MEMORANDUM FOR: Director of Training

SUBJECT:

Weekly Report #14

Assessment and Evaluation Staff

2 - 8 April 1958

1. Chief, A&E discussed with his counterpart at NSA the kind of cooperative activities the two psychological services might continue now that the test administration is being done independently. It was agreed that some cooperative endeavor would continue in test development and maintainance. NSA will contribute funds to pay for one half of the expense of maintainance and development of new forms for the tests that continue to remain in both programs.

2. an applicant, was here for three days of pre-employment processing. The returns are not all in so the decision as to whether to make a firm offer has not been reached.

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5. Chief, A&E contacted the Director of Personnel to discuss ways of transmitting to him information on JOT's. As reported previously, the arrangement made conforms to our standard assessment practices.

6. *ReM* Alan Warfield from USIA called to request that one of the A&E assessment people come to his office to discuss the ways that a psychological assessment program assists in the selection of management and junior officer trainees. Dr. Warfield is in hopes he can stimulate interest in developing a psychological program in USIA. will have an informal discussion.

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7. to discuss A&E efforts to develop special screening programs for two TSS training courses. It was agreed that, considering the present nature of the courses, their scheduling and the demand for the training, further work on screening candidates for the courses is not now justified. Two positive results of the preliminary work in these studies are:

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a. Acquaintance of A&E Staff with the nature of technical training and establishment of a basis for quickly developing screening programs should the demand for such training greatly increase.

b. Reorganization and expansion of evaluation procedures in the courses.

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[redacted] expressed interest in obtaining further support on training evaluation problems. After surveying his requirements in this area and conferring with instructors, he will probably prepare a formal request for such support.

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[redacted], [redacted] discussed DD/S training policies, the basis on which DD/S personnel are enrolled in the OFC, and the manner in which training evaluations are used in personnel decisions. [redacted] was most convincing in demonstrating that the OFC, including its Headquarters Desk Orientation, is particularly well suited to the training needs of senior administrative officials preparing for field assignments. These, together with other DD/S personnel, are enrolled in the OFC only when that particular course is deemed appropriate to their specific requirements. DD/S personnel are not sent to OFC "to be evaluated"; but the evaluations are welcomed as an important source of information. Recognizing the need for uniform standards for all students, and the growing emphasis on the "Headquarters Desk Officers," [redacted] introduces the caution that this emphasis not become so single-purposed as to vitiate the significance of the course for others. C/A&E would appreciate guidance on how much [redacted] position should influence screening for attendance at the course.

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PERSONAL NOTES.

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1. [redacted] resigned 4 April. She will be married on April 28 and assume residence in Buffalo, New York.

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[redacted]
Chief, Assessment and Evaluation

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